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CIA-RDP70-00211R000200070044-3

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Operations, DD/P

DATE:

FROM : Chief, Management Staff

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SUBJECT: Re [REDACTED]

*att.*

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25X1A9a In accordance with a discussion of 15 August with [REDACTED] our proposed meeting with you, [REDACTED] will be postponed until after 1 September. The purpose of this meeting was to decide upon the extent of Management Staff participation in the DD/P Records Management Program.

2. Your comments of 13 December 1955 on the proposed Records Management Regulation requested that special consideration be given the DD/P because of the sensitivity of many CS records and the operational requirements of the Clandestine Services. Accordingly, we have revised the proposed regulation in a manner which I think will make it acceptable to you with two possible exceptions. Mr. [REDACTED] asked that I forward this brief statement of the two factors which seem to be the primary points at issue:

- a. Shall the Records Management Staff have technical supervision of the Records Center? I believe this is necessary because the Records Center is an integral part of the Agency's Records Management Program and must come under the direction of the headquarters personnel having responsibility for the program.
- b. Shall the Records Management Staff have responsibility for review of the DD/P Records Management Program? I believe this is an inherent requirement of any organization directing a management program. It is not intended nor is it desirable that a program review involve an examination of CS records or operations; rather, it is a review of end results and conformance with, or necessary deviations from, standards.

3. A copy of the revised draft regulations is attached for your consideration.

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*Revised by Mr [REDACTED]*

Attachment

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT